

24 June 1976

MEMORANDUM FOR: Acting Deputy Director for Administration
FROM: F. W. M. Janney
Director of Personnel
SUBJECT: Office of Personnel Report -- Week Ending
25 June 1976

25X1A

1. Minority Recruitment: Recruiter [] who has launched one of the more aggressive field recruiting programs in favor of minorities reports on his recent efforts:

a. University of Texas at Austin -- talked with 25-30 minority candidates in a two-day period. He does not believe that there will be a large number of qualified candidates from this group.

b. Pan American University at Edinburg, Texas -- Pan American University has a very heavy Hispanic American student population. He talked with some 35-40 students and emphasized our interest in Hispanic recruiting to a group of some 15-20 faculty members. Response has been encouraging.

c. Jackson State University -- He visited Jackson State University and had a discussion with Mr. Willie Neal, Assistant Director of Placement, concerning our need for Black referrals. Also had a discussion with the Chairman of the Computer Science Department to alert him of our need for computer specialists.

2. Retirement Activity: Here is a picture of retirement activity at this point in FY 1976:

	<u>CIA</u>	<u>CSC</u>	<u>Total</u>
1 Jul 75 - 31 May 76	295	202	497*
1 Jun 76 - 23 Jun 76	8	4	12*
24 Jun 76 - 30 Jun 76	5	7	12**
TOTAL	308	213	521

* Actual
** Scheduled

CONFIDENTIAL

Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020028-0

3. Voluntary Investment Plan: The concern on the part of some over the requirement for participants in VIP to pay the administrative costs appears to have subsided. Telephone calls registering complaints have ceased.

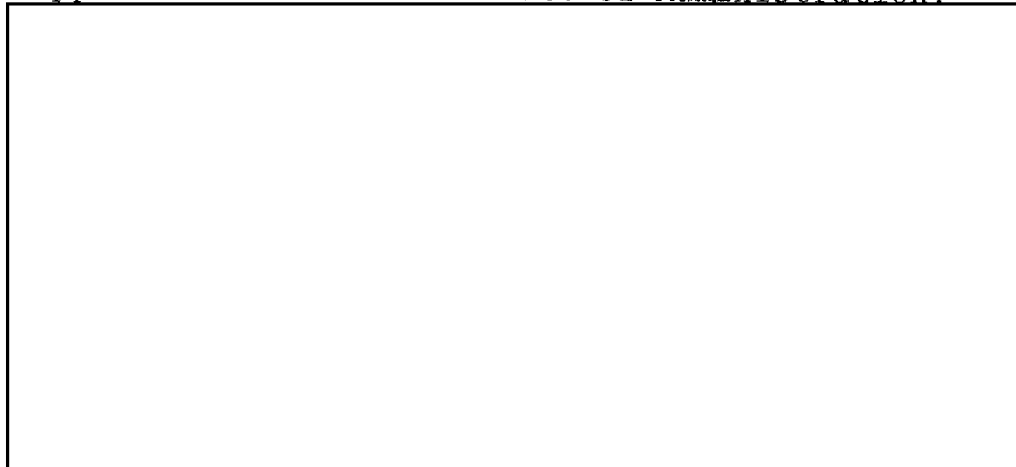
4. FLSA Orientation: The 17 June running of the FLSA Orientation was attended by 16 Office of Personnel members, not including three from Position Management and Compensation Division. From all reports, the orientation was successful in clarifying the complex provisions of the law. The next running will be for the first group of component personnel and admin officers on 29 June 1976 at the Chamber of Commerce Building. (Headquarters space was not available on the 29th.)

5. APP & PDP: The Director of Personnel and Chief, Review Staff/OP, met with the DDCI Designate this week to discuss APP and PDP.

25X1A

6. New IC Staff Member: [REDACTED] has favorably completed all applicant processing and will enter on duty with the IC Staff in mid-July 1976.

7. Rehired Annuitants: The following rehired annuitants were approved for the Directorate of Administration:



25X1A

8. Annual Awards Ceremony: In preparation for the Annual Awards Ceremony, printing of length-of-service certificates has been requested. In addition, a memorandum has been drafted requesting the Director's participation at this ceremony. Since 18 September falls on a Saturday this year, the ceremony is being scheduled for Friday, 17 September.

9. New EAA Store Location: Preparation of the new EAA Store location is picking up speed. The storage area of the new location is available for use and it appears that Friday, 25 June, may be the last day we will be able to keep the Store open at the present location. An EAA Gram was distributed this week to all employees to announce

Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020028-0

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020028-0

the Store's move. It also announced the availability of home smoke detectors at cost after the new store opens.

Coming Event:

Letters renewing the consultant relationship for the period 1 July 1976 - 30 September 1977 have been prepared and will be mailed on 24 June 1976 to those consultants previously approved by the DCI for that period.

[Redacted]

F. W. M. Janney

25X1A

Distribution:

- Orig & 1 - Adse
- 1 - D/Pers Chrono
- 1 - D/Pers Subject
- 1 - DD/Pers/P&C
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - C/SAS

25X1A

OD/Pers [Redacted] jm (24 Jun 76)

Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020028-0

CONFIDENTIAL